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ABSTRACT

This bulletin prepared by the Media and Library Advisory Committee to the State Board of Education of Illinois provides descriptions of task competencies and responsibilities for library and media staff members. The first of three sections delineates the professional responsibilities of media specialists in areas of administrative and curricular concern. The second section outlines the responsibilities of library technical assistants or technicians who function under the supervision of the media specialists. Those responsibilities are detailed under the categories of patron services, cataloging duties, processing duties, record keeping, and evaluation duties. The final section specifies the circulation, record keeping, supportive, and secretarial duties of the clerical media staff. (MER)

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Staffing Your Library/Media Center

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State Superintendent of Education

Department of Local Educational Agency Services

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OVERVIEW

A good library/media program supports all curricular areas. Such a program must include staff, resources and facilities.

The use and the rôle of the library/media center must be emphasized in every teacher training institution. Courses qualifying teachers to use and to instruct students in the use of the information available in all types of media must be included as well. It is only by utilizing adequate and qualified staff that a curriculum can, whether innovative or traditional, enjoy success. The media specialist, trained to acquire, organize, and evaluate resources, is the professional team member especially prepared to effect curricular successes in their most cost-effective manner through the library/media center.

The Media and Library Advisory Committee to the State Board of Education of the Illinois Office of Education offers the following suggestions for task competencies and responsibilities of library/media staff members.

A complete understanding of the broad scope of job responsibilities for the varying levels of library/media staff members will assist school administrators in facilitating cost-effective staffing patterns at appropriate compensation levels. It can also help identify components of quality library/media programs.

PROFESSIONAL RESPONSIBILITIES OF MEDIA SPECIALISTS

ADMINISTRATIVE

1. Establish and coordinate long range media program.
2. Supervise, train and schedule paraprofessional and clerical media staff members.
3. Supervise, schedule and define duties of other library/media professionals.
4. Direct staff in observance of school and district policies and procedures.
5. Build close rapport among library/media staff members and all school district administrative staff members concerning library/media program goals.
6. Coordinate media program budget(s) activities.
7. Build and maintain positive public relations program.
8. Regularly assess media program in relation to long range media program goals and services.
9. Provide statistical and other assessments of program in regularly submitted reports to Administration and Board of Education.
10. Assess qualifications and make recommendations in hiring new media personnel.
11. Cooperatively develop curricular objectives with administration and staff.
12. Promote opportunities for multi-type library cooperation activities.

13. Maintain communication with library/media related sales representatives.

14. Acquire, organize, prepare and make accessible all required media materials and equipment.

15. Conduct media inventory annually.

16. Help develop and implement a resource selection policy.

CURRICULAR

1. Provide necessary media services and materials to fit requirements of students, staff and administration.

2. Promote use of all media center services and materials.

3. Schedule regular inservice training sessions for the effective use of materials and equipment.

4. Develop comprehensive curricula to provide instruction in inquiry and research skills.

5. Maintain a professional library/media collection of resources.

6. Cooperatively with students and staff select and evaluate all media.

7. Remove obsolete and worn materials.

8. Participate in the activities of professional associations.

9. Upgrade professional skills on a regular basis.

10. Initiate and maintain channels of communication to promote media services with area Special Education organizations and Educational Service Regions.

RESPONSIBILITIES OF THE PARAPROFESSIONAL (LIBRARY TECHNICAL ASSISTANT OR TECHNICIAN)

Under supervision of Media Specialist: PATRON SERVICES

1. Assist in supervising activities of any students who may work in library/media center.

2. Bring elementary classes to the library/media center and take them back to their classrooms.

3. Assist Media Specialist in teaching library lessons.

4. Supervises and/or instructs students in skills required to operate any production center equipment: i.e., dry mount press, Ektographic visualmaker, sound recording machines, video equipment, laminator, etc.

5. Assist students in using indexes, as assigned by Media Specialist.

6. Maintain inventory of materials consumed in production center activities and type orders for replacement supplies.

7. Maintain record of completed projects.

8. Supervise student use of audiovisual equipment used in library/media center; i.e., tape recordings, records, filmstrips, microfilm readers, etc.

9. Assist students use of any book-copying machinery the library/media center owns in compliance with applicable copyright regulations.

10. Prepare bibliographic lists, as assigned by Media Specialist.

11. Perform minor equipment repairs: i.e., soldering loose connections, replacing bulbs, cleaning platens, copy heads, etc.

12. Maintain record of equipment repairs.

Under supervision of Media Specialist:
CATALOGING DUTIES

1. Initiate simplified cataloging and classification, subject to final confirmation of Media Specialist.

2. Check and revise, as necessary, printed catalog cards.

3. Catalog duplicate titles; prepare additional catalog cards, as required.

4. Verify author and other order information for all title requests.

5. Respond with proper form to all gifts received for collection; process such materials under direction of Media Specialist.

Under supervision of Media Specialist:
PROCESSING DUTIES

1. Organize materials received for cataloging by Media Specialist.

2. Type all required duplicating stencils or catalog cards and/or type all required catalog cards, as authorized by Media Specialist.

3. Maintain shelf list and/or accession records.

4. Assume full technical processing procedure responsibility, including:
   a. Type pockets and borrowers' cards
   b. Stamp ownership and/or Federal Title program designation
   c. Make and affix all required labels
   d. Paste in pockets and date due slips

5. Verify that all required catalog cards required are available.

6. Separate: shelf list cards; catalog sets; etc.

7. Alphabetize for interfiling, all new materials catalog cards.

8. Mark multiple copies on records, as needed.

9. File, on the rod, all catalog cards for new materials, to be verified and dropped by Media Specialist.

10. Assist with inventory.

11. Prepare bindery materials; type master lists of materials being sent to bindery.

12. Process all returned bindery materials.

Under supervision of Media Specialist:
RECORD KEEPING

1. Receive requests and reserve all materials ordered by teaching staff.

2. Assemble, charge out, and distribute all special collections or teacher materials requests.

3. Keep daily record of materials circulated.

4. Supervise writing of overdue notices to students.

5. Process orders from local film library and maintain necessary records.

6. Prepare circulation statistics report for Board of Education, as directed by Media Specialist. 8

7. Procure "overdue" materials so that current requests may be honored.

8. Draw Media Specialist's attention to consistent damage of materials or equipment by an identifiable staff member or student.

9. Perform all required minor repair to returned materials.

10. Assist with inventory.

11. Withdraw cards of lost and discarded materials from card catalog.

Under supervision of Media Specialist:
EVALUATION DUTIES

1. Type preview request cards of items selected by Media Specialist for evaluation.

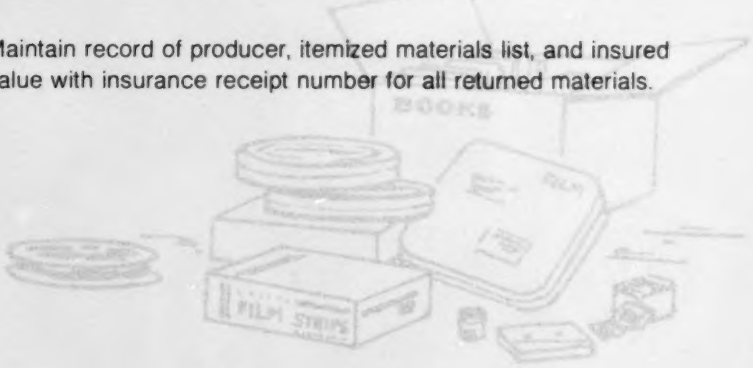
2. Type and send form letter to producers for materials requested on preview.

3. Check off materials received as preview shipments arrive.

4. Prepare order status card to include with materials being returned.

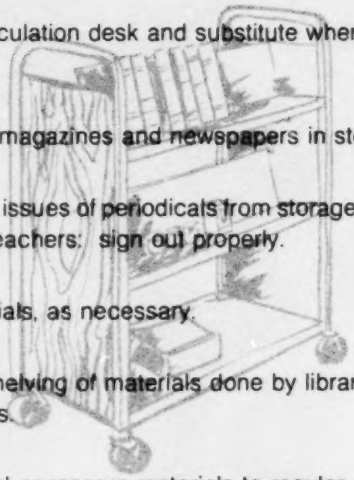
5. Repack, insure, and ship all materials being returned from preview.

6. Maintain record of producer, itemized materials list, and insured value with insurance receipt number for all returned materials.



RESPONSIBILITIES OF CLERICAL MEDIA STAFF

Under supervision of Media Specialist: CIRCULATION



1. Locate specific title requests of faculty and/or other patrons.
2. Supervise circulation desk and substitute when no student help is available
3. File returned magazines and newspapers in storage area.
4. Procure back issues of periodicals from storage area as needed by students or teachers; sign out properly.
5. Shelve materials, as necessary.
6. Check any shelving of materials done by library/media club members.
7. Return special or reserve materials to regular collection when no longer needed.

Under supervision of Media Specialist: RECORD KEEPING

1. Maintain daily records of all materials borrowed and cumulate, as necessary.
2. Maintain acquisition records, as required.
3. Maintain periodical records, to be sure all magazines are arriving promptly and regularly; and request replacement for missing issues.

4. Check materials received against order slips and send inquiries about materials not received.

5. Supervise pass system, and notify study hall or classroom teachers concerning attendance in the library/media center.

6. Assist in maintenance of library/media club records.

7. Collect fines for lost and damaged materials, and for overdues, if charged: maintain record of monies collected.

8. Maintain repair records on office and library/media equipment.

Under supervision of Media Specialist:
SECRETARIAL

1. Open and sort mail: bring important mail to the attention of the Media Specialist.

2. Type all correspondence, as assigned.

3. Type new materials lists, special subject lists for teachers, distribute same.

4. Type and duplicate required forms.

5. Type and duplicate materials needed for library/media instruction.

6. Type headings on folders for picture and pamphlet files.

7. Type order cards for new materials.

8. Type list of area curriculum related programs or events.

9. Type requests for pamphlets and similar free materials.

10. Inventory supplies regularly and type orders for needed supplies.

11. Maintain and keep filed all producer's catalogs used.

12. Log all incoming phone messages.

13. Record for Media Specialist all requests of teachers for subject matter materials.

14. Schedule appointment requests for sales personnel to coordinate with Media Specialist's schedule.

15. Operate all office machines.

16. Keep interfiled and current the borrowers' cards and teachers' guides for all returned materials.

17. Check for damage every item circulated, upon its return.

18. Type, duplicate and distribute all memoranda to Board of Education and Administration as assigned.

Under supervision of Media Specialist:
SUPPORTIVE

1. Help maintain library/media center as a neat and orderly place.

2. Type replacement charge cards, as needed.

3. Replace worn plastic jackets on books, as needed.

4. Put up bulletin board or other display materials.

5. Take care of book jacket collection and offer their use for classroom displays.

6. Clean audiovisual headsets with alcohol after each use.

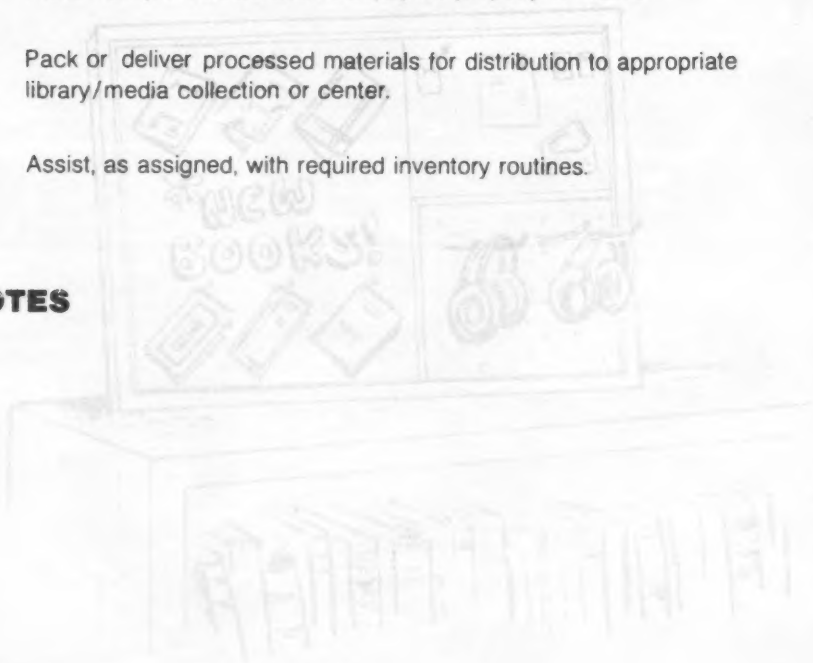
7. Assist in processing new materials, as assigned.

8. Place new periodicals and newspapers properly on racks.

9. Pack or deliver processed materials for distribution to appropriate library/media collection or center.

10. Assist, as assigned, with required inventory routines.

NOTES



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